Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009

Message Text

LIMITED OFFICIAL USE

PAGE 01 STATE 057888
ORIGIN SS-15

INFO OCT-01 EUR-12 ISO-00 /028 R

DRAFTED BY S/S-S: IWOLF:MDJ
APPROVED BY S/S-S: LJREDDY
S:WTWADDELL
S/S: MR. ORTI
EUR:AHUGHES
----------160239Z 049537 /66
P 152338Z MAR 77
FM SECSTATE WASHDC
TO AMEMBASSY MOSCOW PRIORITY
AMEMBASSY LONDON PRIORITY
AMEMBASSY PARIS PRIORITY

LIMITED OFFICIAL USE STATE 057888

E.O. 11652: N/A

TAGS: OVIP (VANCE, CYRUS) UR, UK, FR

SUBJECT: SECRETARY'S VISIT TO EUROPE: SECRETARIAT STAFF REQUIREMENTS

1. THE SECRETARIAT STAFF (S/S) ASSISTS IN THE PREPARATION OF THE SECRETARY'S SCHEDULE, IS RESPONSIBLE FOR ALL MATTERS CONCERNING THE PREPARATION OF BRIEFING MATERIAL FOR HIS USE, AND COORDINATES THE ACTIVITIES OF THE OFFICIAL PARTY. S/S ALSO MANAGES ALL TELEGRAMS AND OTHER INFORMATION FLOWING TO AND FROM THE PARTY(SEE SEPTEL ON CABLE TRAFFIC) AND LIAISON BETWEEN THE PARTY AND THE HOST EMBASSY.

2. S/S PERSONNEL: A SECRETARIAT TEAM CONSISTING OF ONE OFFICER AND SECRETARY WILL PRECEDE THE SECRETARY TO CONSULT WITH POST IN ENSURING THAT ALL REQUIREMENTS ARE UNDERSTOOD
LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 02 STATE 057888

AND MET. A SECOND TEAM WILL ARRIVE WITH THE SECRETARY. NAMES AND TRAVEL INFORMATION FOR TEAM MEMBERS WILL BE PROVIDED SEPTELS.

3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN S/S LIAISON OFFICER TO PROVIDE FULL-TIME ASSISTANCE TO S/S FROM THE ADVANCE TEAM'S ARRIVAL UNTIL THE ADVANCE TEAM'S DEPAR-

Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009

Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009

TURE AFTER THE SECRETARY HAS LEFT. THIS MUST BE A MIDDLE-
GRADE, SUBSTANTIVE OFFICER WITH ENOUGH TENURE AT POST TO

HAVE A GOOD GRASP OF HOW THE EMBASSY AND HOST GOVERNMENT
FUNCTION. HE OR SHE SHOULD BE FULLY READ INTO EMBASSY
PREPARATIONS FOR THE VISIT (INCLUDING ALL SCHEDULE/SCENARIO
DETAILS) AND PREPARED TO BRIEF THE S/S ADVANCE TEAM AT THE
AIRPORT UPON ARRIVAL. HE OR SHE SHOULD ALSO ENSURE THAT A
COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED OR
TRANSMITTED RELATED TO THE VIST, INCLUDING NODIS, IS MAIN-
TAINED FOR S/S ADVANCE TEAM. PLEASE CABLE NAME OF S/S
LIAISON OFFICER.

4. MEDIA REPORTS: ENGLISH-LANGUAGE TICKER SERVICE SUCH
AS UPI, AP OR REUTER WILL BE NEEDED ON 24-HOUR BASIS. TEN
PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE
DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR
INTERVALS THEREAFTER UNTIL 2400. THE S/S ADVANCE TEAM WILL
INDICATE THE DATE AND TIME WHEN THIS SERVICE SHOULD START.
POST SHOULD ARRANGE TO HAVE MACHINES RUN UNATTENDED BE-
TWEEN 2300 AND 0500. THE FOLLOWING CRITERIA APPLY:

-- REPRODUCE EACH STORY - DO NOT FURNISH ORIGINALS TO S/S.
EACH STORY SHOULD BEGIN ON A NEW PAGE. DO NOT REPRODUCE
TWO OR MORE STORIES TOGETHER ON THE SAME PAGE.

-- ON SECRETARY'S COPY ONLY (ITSELF A PHOTOCOPY OF THE
ORIGINAL), ATTACH A ONE- OR TWO-SENTENCE SUMMARY OF EACH
STORY, STRESSING NEW DEVELOPMENTS AND HIGHLIGHTING COMMENT
LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 03 STATE 057888

OR OPINION. TYPED ON THREE-BY-FIVE INCH NOTEPAPER AND
STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST PAGE
OF EACH STORY.

-- INDIVIDUALS SUPERVISING THIS FUNCTION SHOULD CONFER
WITH S/S ADVANCE TEAM TO ASSURE UNDERSTANDING OF PROCE-
DURES. THIS INDIVIDUAL SHOULD NOT BE THE S/S LIAISON
OFFICER.

TEN COPIES EACH OF THE LEADING ENGLISH-LANGUAGE DAILIES,
SUCH AS THE INTERNATIONAL HERALD TRIBUNE, SHOULD BE MADE
AVAILABLE TO S/S BY 0600. TEN COPIES OF THE USIS WIRE-
LESS FILE SHOULD BE PROVIDED TO S/S AS SOON AS RECEIVED.
US CURRENT NEWS WEEKLIES, I.E., TIME, NEWSWEEK, SHOULD
ALSO BE MADE AVAILABLE.

5. THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE
FOREIGN OFFICIALS WILL BE PREPARED IN DRAFT BY EUR AND
CARRIED BY THE S/S ADVANCE TEAM. THE EMBASSY

Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009

Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009

WILL HAVE THE OPPORTUNITY TO SUGGEST CHANGES. THE SECRETARY'S OFFICE WILL TYPE THESE IN FINAL.

6. SPECIAL ATTENTION IS CALLED TO S/S REQUIREMENTS FOR DUTY SECRETARIES AND COURIERS OUTLINED IN ADMIN/LOGISTICAL CABLE. S/S ADVANCE TEAM WILL REVIEW THESE WITH POST ON ARRIVAL.

7. INSTRUCTIONS ON TRIP SCHEDULING AND SCENARIO PREPARATION FOLLOW SEPTEL.

8. FOR PARIS, LONDON: THESE REQUIREMENTS ARE THE SAME AS IN THE PAST EXCEPT FOR THE NEW GUIDANCE IN PARAGRAPH 5.
VANCE

LIMITED OFFICIAL USE

NNN

Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009

Message Attributes

Automatic Decaptioning: X
Capture Date: 01-Jan-1994 12:00:00 am
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Sent Date: 15-Mar-1977 12:00:00 am
Decaption Date: 01-Jan-1960 12:00:00 am
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 22 May 2009
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1977STATE057888
Document Source: CORE
Document Unique ID: 00
Drafter: S: IWOLF:MDJ
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Expiration:
Film Number: D770089-0509
Format: TEL
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1977/newtext/t19770357/aaaabyaq.tel
Line Count: 130
Litigation Code IDs:
Litigation Codes:
Litigation History:
Locator: TEXT ON-LINE, ON MICROFILM
Message ID: 5f0081b7-c288-dd11-92da-001cc4696bcc
Office: ORIGIN SS
Original Classification: LIMITED OFFICIAL USE
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 3
Previous Channel Indicators: n/a
Previous Classification: LIMITED OFFICIAL USE
Previous Handling Restrictions: n/a
Reference: n/a
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 11-Mar-2005 12:00:00 am
Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 3099801
Secure: OPEN
Status: NATIVE
Subject: SECRETARY\'S VISIT TO EUROPE: SECRETARIAT STAFF REQUIREMENTS
TAGS: OVIP, UR, UK, FR, (VANCE, CYRUS)
To: MOSCOW LONDON MULTIPLE
Type: TE
vdkvgwkey: odbc://SAS/SAS.dbo.SAS_Docs/5f0081b7-c288-dd11-92da-001cc4696bcc
Review Markings:
Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
22 May 2009
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009